

Name: _____ Booked From: _____
 Address: _____
 Phone 1: _____ Phone 2: _____
 E-mail: _____ Show #: _____
 Date: _____ Time: _____

Deliver Hostess Packet

- Set date & time for show
- Explain Hostess Program in detail
- Pick booking gift _____
- Out-side orders count towards show totals
- \$200 &/or 1+ bookings prior to show = extra gift
- How many guests would you like to have _____
- Over-invite - only 1/3 will attend
- Guest list secures date - 5 days _____
- Any questions?

Encouragement Letter (Mailed _____)

- Glad you booked
- Challenge _____
- Reminder Cards - NOT invitations!

Call 1 (Date & Time: _____)

- Guest List has been received
- Reminder cards will be mailed on: _____
- Will you be ready to close that night? _____
- Booking gift (if not already chosen)
- Who do you think will be most likely to book?
- Talk to them before the show
- Outside orders so far _____
- Remind everyone to bring a friend
- We are a team, I am here to help
- Any Questions

Call 2 (Date & Time: _____)

- Final head count, RSVP's _____
- Outside order totals _____
- Make reminder calls - to be more successful
- Keep refreshments simple
- Any Questions?
- Any one I should call (booking/sponsoring)
- I will arrive about 30 min. prior to show
- Directions
- You are going to do so well!

Hostess Name: _____ Show Date: _____

Show Number: _____ Closed At: _____

Submitted to PL On: _____ Via: _____

Of Buying Guests: _____ Starter Show? _____